



## Managed Risk Medical Insurance Board

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Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Research Program Specialist I or II (RPSI/II)**

**Monthly Salary: (RPSI) \$4,833 - \$5,874 (RPSII) \$5,309 - \$6,451**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID# J09-022**

**Final Filing Date: January 20, 2010**

*The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.*

### **General Statement of Duties:**

Under the general direction of the Research Manager II (RM II), the Research Program Specialist II (RPS II) functions as the most senior research specialist in the Managed Risk Medical Insurance Board (MRMIB). The RPS II is responsible for independently planning, organizing and conducting complex research studies; undertaking SAS programming for implementing new procedures, conducting complex analytical studies by developing and running statistical models in SAS, and for providing leadership to and consultation with staff in MRMIB, health, dental, and vision plans, other State departments, counties, and contracted consultants. The RPS II will provide expert consultative services to the MRMIB on the feasibility, development, and potential for these studies. The focus of the studies will be on health care quality measurement, using internal and external data to identify how MRMIB can improve the quality of care provided to individuals enrolled in the MRMIB programs. The studies will usually involve investigation into areas where precedent is lacking or where only sparse bodies of knowledge or experience in the area exist. The RPS II will use the findings of these studies to advise management, MRMIB staff, the Legislature, or other State departments, federal, county and local governments, commissions, and agencies on the effectiveness of the MRMIB programs. The RPS II may act in a lead capacity and perform other duties as related.

Design, direct, and serve as lead researcher on health care quality measurement research projects. Analyze encounter and claims data from Healthy Families Program (HFP) plans. Identify utilization patterns and prevalent conditions among the HFP population. Assess gaps and prepare recommendations to address those gaps. Prepare and present findings and written reports where necessary, to the Board, MRMIB executive staff, participating plans, and other stakeholders.

Develop, document, and revise as necessary, standardized data collection methodologies for program reports. The development and documentation will include, but is not limited to, identifying current vs. best practices, determining technology/reporting requirements and addressing both internal and external knowledge gaps. Create report templates, and provide technical assistance to the plans in completing them. Consult with internal MRMIB stakeholders and external stakeholders such as health, dental and vision plans, administrative vendors, contracted consultants and other governmental entities to ensure stakeholder input into data collection methodologies.

Oversee the Consumer Assessment of Healthcare Providers and Systems (CAHPS) survey of HFP members. Facilitate working meetings with the vendor conducting the survey. Analyze survey results and prepare reports for the Board and MRMIB executive staff. Prepare solicitation packages.

Analyze trends in plan quality performance and patient satisfaction. Develop reports and issue papers on quality improvement activities, and other topics as assigned. Prepare and present reports to MRMIB management and the Board. Run SAS applications for data analyses and provide trainings in SAS programming, analyses and interpretations to the Research Unit's data analysts and specialists.

Attend professional conferences and training sessions related to quality measurement. Provide support to the Research Manager II and Deputy Director on other projects related to health care quality and measurement, and perform other duties as related. Work with variety of stake holders including plans, providers, advocates and researchers.

#### **DESIRABLE QUALIFICATIONS:**

- Strong analytical and technical skills along with thorough understanding MRMIB's program.
- Excellent written and oral communication skills.
- Strong computer skills, including experience with MS, Excel, spreadsheets and database software's.
- Knowledge and experience in using SAS for data management, analyses and interpretation.
- Experience in consulting with and advising management, departmental staff, legislative bodies, government entities, commission and agencies on feasibility, potential impact, or actual impact of projects.
- Experience in program analysis and evaluation.
- Ability to take initiative and work independently with little direction.

#### **OTHER EXPECTATIONS:**

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining and work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Keeps abreast of available tools for performing statistical analysis.
- Demonstrates the ability to function as part of a team, work on multiple assignments and meet critical deadlines.
- An interest in health care quality improvement.
- A willingness to learn and share the learning with other team members.

#### **Who May Apply:**

Individuals at the Research Program Specialist I or Research Program Specialist II level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In Section 12 of the application enter **Job ID# J09-022 and Position # 443-300-XXXX-XXX and the basis for appointment eligibility.** Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: January 20, 2010.** If you have questions regarding this information, please contact Robin Conover at (916) 445-3940. *Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*